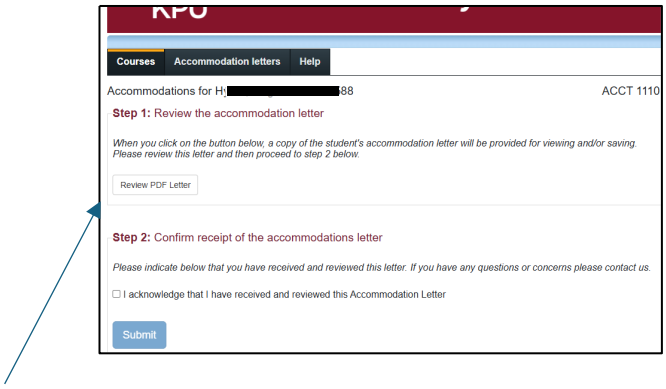
Instructions for faculty to access an accommodation plan

If you've received an email from Accessibility Services.

1. Click on the link shared in the email from Accessibility Services.

   Once you click on the link, you will be directed to the following page (refer to the screenshot below):



2. Click on "Review PDF Letter" (as indicated by the arrow). Here, you can view and save the accommodation letter.

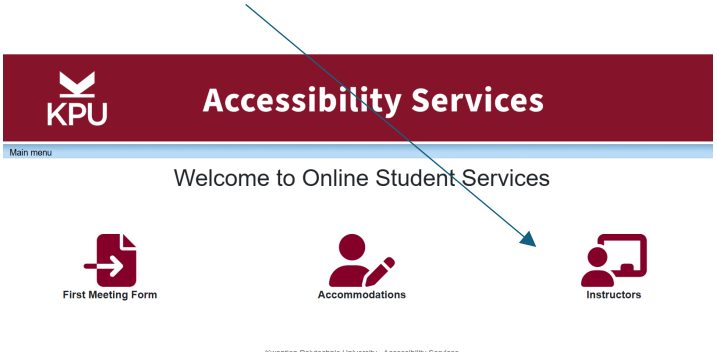
3. After reviewing the accommodation letter, review step 2 and mark the box beside "*I acknowledge that I have received and reviewed this Accommodation Letter.*"

4. Lastly, click on the "Submit" button.

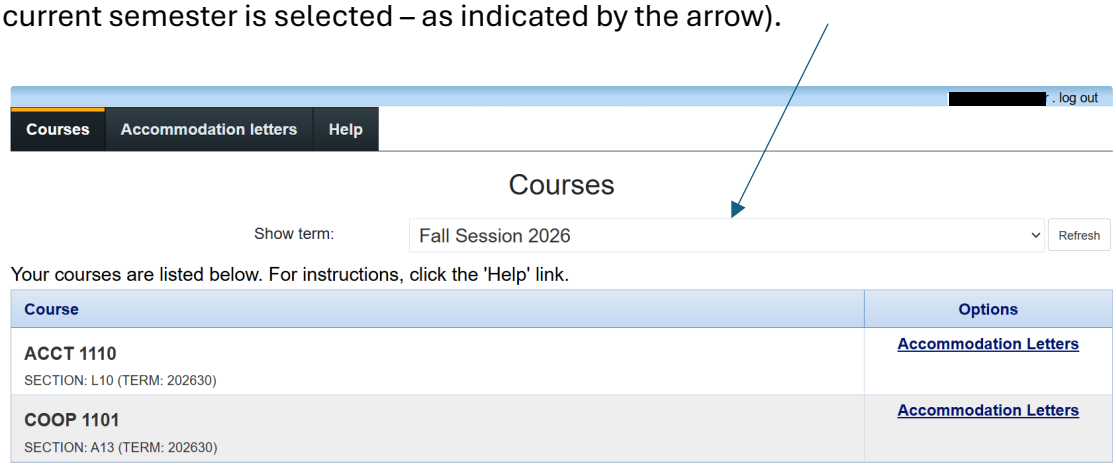
If you have deleted the email from Accessibility Services but would like to view the accommodation plan(s) for any student(s) registered in your courses, then follow the steps below.

1. Visit the following website: https://accessibility.kpu.ca

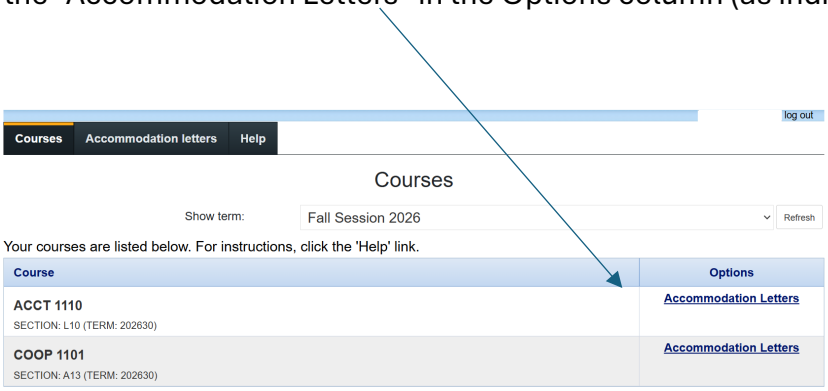
2. Click on the "Instructors" tab (refer to the screenshot below).



3. You will be directed to the following page (refer to the screenshot below) where you can view accommodation letters for each course you are teaching. (Make sure the current semester is selected – as indicated by the arrow).

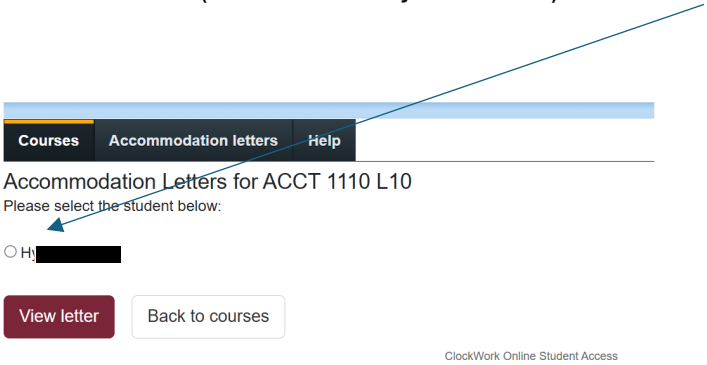


4. Click on the "Accommodation Letters" in the Options column (as indicated by the arrow).

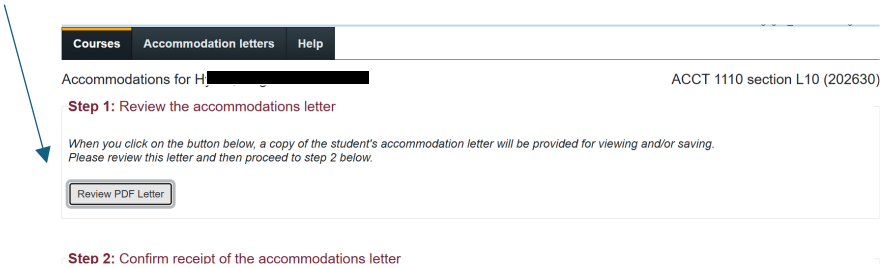


5. The student(s) that have approved academic accommodations and have submitted their plan will appear on this page (the accommodation plan can come in at any point during the term; therefore, the list of students may be updated throughout the semester).

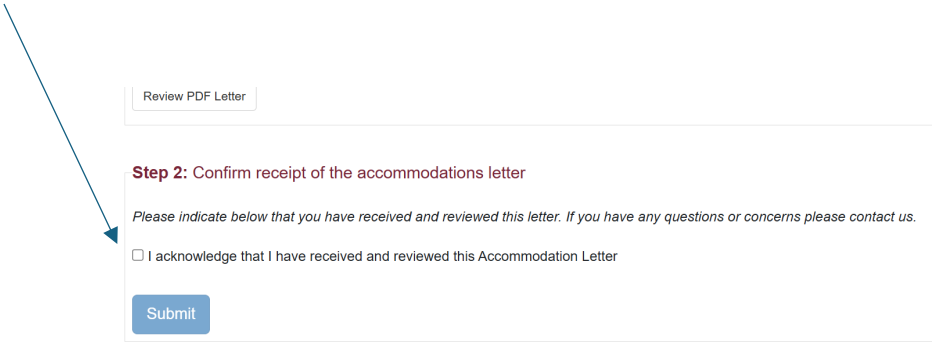
6. In order to view a particular student's accommodation letter, click on the radio button beside the student's name (as indicated by the arrow) and then click on "View letter".



7. Click on “Review PDF Letter.” Here, you can view and save the accommodation letter.



8. After reviewing the accommodation letter, review step 2 and mark the box beside “*I acknowledge that I have received and reviewed this Accommodation Letter.*”



9. Alternatively, if you click on the “Accommodation letters” tab at the top of the page (refer to the screenshot below), you will be directed to the most up-to-date list of all students who have submitted their accommodation plans for one or more of the courses you are teaching during the current semester.

